



State of Vermont

Department of Mental Health

Redstone Building

Montpelier, VT 05609-1101

www.mentalhealth.vermont.gov

[phone] 802-828-3824

[Legal] 802-828-2385

[fax] 802-828-3823

[tty] 800-253-0191

Agency of Human Services

MEMORANDUM

TO: CRT Directors

FROM: Frank Reed

DATE: June 26, 2012

RE: Special Services Funding

This memorandum on special services funding is to inform you of an increase in the maximum amounts allowable for authorized services and procedures beginning with Fiscal Year 2013, that is, July 1, 2012. Specifically,

- ◆ **\$3,000** will be the new maximum for dental procedures in any given fiscal year (up from the previous \$2,500)
- ◆ **\$500** will be the maximum supplemental amount for dental procedures for CRT clients who have coverage from a source other than Medicaid and still seek assistance from special services funding (this is a newly established maximum)
- ◆ **\$250** will be the new maximum for eye care or prescription glasses in any given fiscal year (up from the previous \$200)

Authorizations for special services funding will still extend for one year from the date of the authorization.

Please see the following forms, attached:

- June 26 revised form for a special services funding request of any kind
- June 26 revised form for authorization for something other than dental care
- the standard ADA (American Dental Association) form for dental services

This June 26 memorandum should also serve as a reminder that the special services funds are for one-time extraordinary expenses (primarily for health care) that cannot be paid from any other source for Community Rehabilitation and Treatment clients. I attach an updated explanation of the

Special Services funding. This explanation replaces Section 8.2 of the March 2004 *Designated Agency Provider Manual*, pp. 193-94. The forms replace Attachment 8.A, pp. 197-98 of the *Manual*.

The priorities for authorizing payments remain the same as in the March 2004 *Provider Manual*, that is:

- (1) unmet health needs (with the additional proviso that these unmet needs include, for all practical purposes, solely or primarily **dental and eye care** within DMH's spending authority)
- (2) safety
- (3) stability
- (4) personal care
- (5) access
- (6) self-development
- (7) other needs

When members of your CRT staff use these forms, please be sure that they are aware of the following guidelines:

- ⊗ These funds are for CRT clients
- ⊗ The limit for dental services per client, per state fiscal year (July 1-June 30), is \$3,000
- ⊗ Funds are to be used only for expenditures for which no other funding source is available (an exception may be made for CRT clients with dental coverage from sources other than Medicaid)
- ⊗ It is expected that alternative resources will be explored and denied prior to a request for special services funding

Additional requirements and expectations include the following:

- ⊗ The form for a "Community Rehabilitation & Treatment Services (CRT) Special Services Funding Request" should be filled out for every such request, regardless of the nature of the request
- ⊗ The form for "CRT Special Services Funding Authorization/Invoice Form (Other Than Dental Care)" is required only for requests that do not involve dental care (second page of attached form)
- ⊗ Please be sure to provide the name of the staff member making the request for funding along with his/her telephone number
- ⊗ Except for emergencies, requests for special services funding should be made **in advance** of any dental work or purchases of eyeglasses or other items to meet a client's needs
- ⊗ An ADA Dental Claim Form should accompany requests for special services funding for dental work
- ⊗ Dentists should fill out the ADA form and return it to the designated agency for processing with the request for special services funding
- ⊗ Information provided should be complete and accurate

Finally, in order to assure prompt payment of all services rendered, dentists should use the same Dental Claim Form that they used initially to request special services funding, filling in the dates of

service for each procedure, and returning the form to Aimee Ziter at the departmental address in Montpelier. For faster processing, dentists may fax the form to 828-3823.

I hope you will find that these changes simplify and shorten the time for processing requests for special services funding and payments to providers. Please call Melinda Murtaugh at 828-3822 or e-mail her at Melinda.Murtaugh@state.vt.us if you have any questions.

Please feel free to make as many copies of this memorandum and the attachments as you feel necessary to assure that all members of your staff have the information they need for Special Services funding. The documents will also be posted on the Department of Mental Health's Website at <http://www.mentalhealth.vermont.gov>.